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# Student Information Registration System (SIRS)

## Ministry's Administration Manual



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# 1. Starting Student Information Registration System

## 1.1. How to Start

To start the Student Information Registration System, use the icon on the desktop labelled "SIRS". Select the icon and double click (using the left mouse button). The user will be presented with a screen entitled "LOGON".

The "LOGON" screen is the point of entrance to the CXC Registration application.

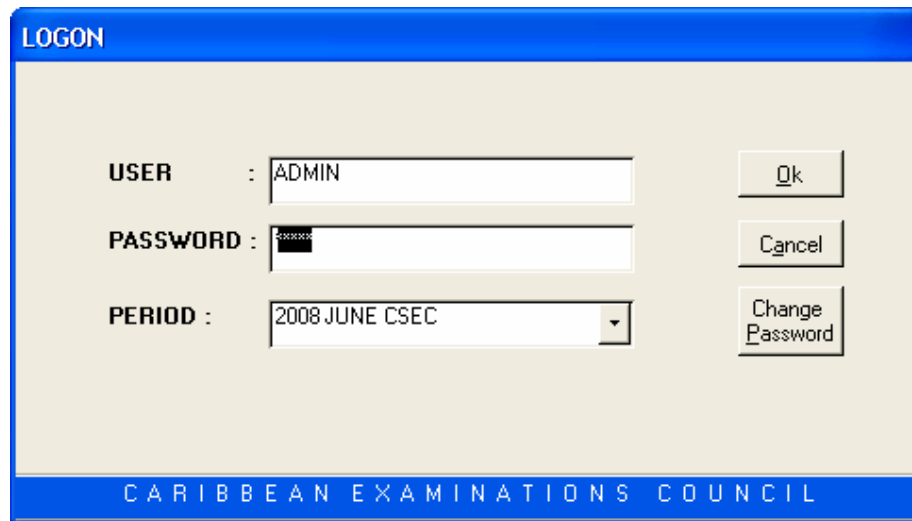


Figure 1 - Ministry's Administrators Logon Screen

### To Log On

To gain access to the application, the user must complete all three sections on the "LOGON" screen (shown above).

1. **User:** This will be the Administrator's log-on information.
2. **Password:** This will be a predefined Administrator's password and control access to the application. *The password should not be shared with other users.*
3. **Period:** The period for which the registration is to be effective has to be selected from the drop-down list provided. *The dropdown list is accessible by clicking on the down arrow.*

After the initial installation, the Admin password must be changed. See figure 2 below.

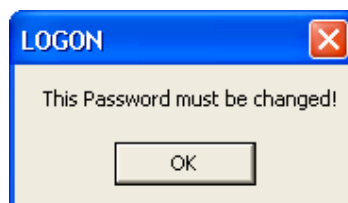



Figure 2 - Admin Password Change request screen

The Administrator must select the 'OK' button to proceed.

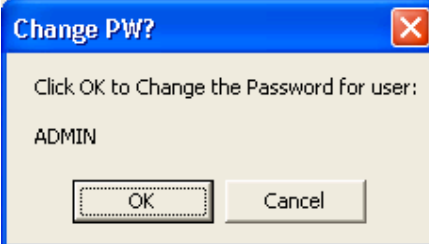
The "Change Password" button allows the Administrator to change his own password using a minimum of 6 characters.

A dialog box titled "Password Administration" with a blue header bar. It contains three input fields: "USERNAME" with the text "ADMIN", "PASSWORD" with masked characters "XXXXXXXXXX", and "VERIFY" with masked characters "XXXXXXXXXX". To the right of the fields are two buttons: "OK" and "Cancel".

**Figure 3 - Change Password Screen**


After completing the relevant sections, click on "OK" or press <Enter> on the keyboard.

The following screen will then appear:

A dialog box titled "Change PW?" with a blue header bar and a red close button. The text inside says "Click OK to Change the Password for user:" followed by "ADMIN". At the bottom are "OK" and "Cancel" buttons.

**Figure 4 – Password Confirmation Screen**

Once the "OK" button has been selected, the following screen will appear:

A dialog box titled "Microsoft Access" with a blue header bar and a red close button. The text inside says "Password has been changed." At the bottom is an "OK" button.

**Figure 5 – Password Changed Confirmation Screen**

After the "OK" button has been selected, the application returns to the logon screen (see Figure 1 above) allowing the Administrator to logon using the newly defined password.

Provided that all the information is correctly entered on the LOGON screen, the user will be presented with the "MAIN MENU" screen. If the information is incorrect, an error message will be presented. The user must respond to the error message by correcting the information on the "LOGON" screen and either click on "ok" or press <enter> on the keyboard to continue.

#### Moving within a form

To move from one field to the next, the user can either use the "Tab" key on the keyboard or the mouse to position the cursor.

## 2.1 System Administration Main Menu

On logging on to the SIRS application as an Administrator (refer to "How to Start"), the following screen is displayed:

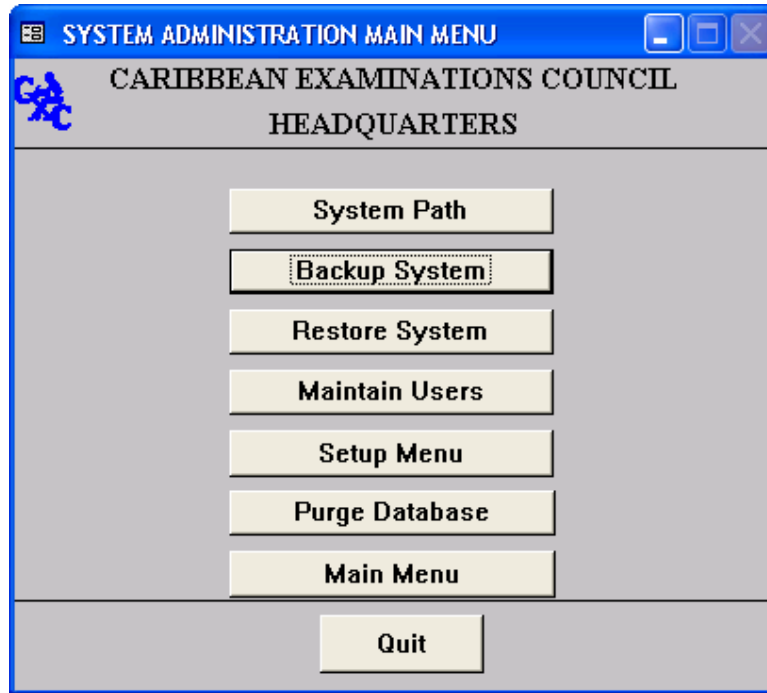


Figure 6 – Administrator's Main Menu

From the "Systems Administration Main Menu", the application's parameters are defined and basic maintenance functions are carried out.

The menu carries out its function via nine (9) option buttons:

<b>System Path</b>	This option allows the Administrator to set and change the system paths to the locations of application files.
<b>Backup System</b>	This option allows the Administrator to store the back-end database in an alternate location for recovery purposes, in the event of an irreparable problem.
<b>Restore System</b>	This option allows the Administrator to restore the back-end data from a stored location in the event of an irreparable problem.
<b>Maintain Users</b>	This option allows the Administrator to: a) Add users to the system b) Change Passwords c) Edit existing users' data.
<b>Set Up Menu</b>	Allows the configuration of 2 options and 1 role function. The 2 options are: 1. Maintain Age Boundaries 2. Maintain Local Fees

The 1 role function is:  
3. Fees Recalculation

<b>Purge Database</b>	This option removes all the entries in the database.
<b>Main Menu</b>	This option brings up the <i>User Application Main Menu</i> screen (refer to <i>SIRS User Manual</i> for more details).
<b>Quit</b>	Selection of this option closes the <i>System Administrator's Main Menu</i> and thus the application.

### 2.1.2. System Path

On selection of "System Path" from the System Administration Main Menu, the following screen is displayed:

Description	PathFile
BACKUP AND RESTORE DIRECTORY	e:\cxc\Backup
BACK END	e:\cxc\backend
*	

Record: 1 of 2

Figure 7 – Pathfiles Screen

In the column labelled **Pathfile**, enter the path for the description entry i.e. for the entry "Back End" place the fully qualified path to the back-end Access file. If the file is in the "cxc" directory of Drive "F" then the path should be "f:\cxc".

**N.B.:** The entries found there have no bearing on the actual path; please change to the correct path.

Please set the system paths BEFORE use of the Application.

### 2.1.3. Backup System

When the "*Backup Systems*" option is selected, the back-end database is stored in an alternate location (location that was set in the "*Systems Paths*") for recovery purposes in the event of the corruption of the database.

The backup file is given the current system's date in the format "YYYYMMDD", followed by a two digit run number which starts at zero and increments each time a backup is run on a given day. In addition, a three character extension which represents the Microsoft Access version being used forms the complete file name. Therefore, a Microsoft Access XP backup run on 26<sup>th</sup> August, 2007 would be given the name "2007082600.003" and the fifth backup run on the same date with the same version of Microsoft Access would have a file name of "2007082605.003"



#### 2.1.4. Restore System

On selecting "Restore System" from the System Administration Main Menu, the following screen is displayed:

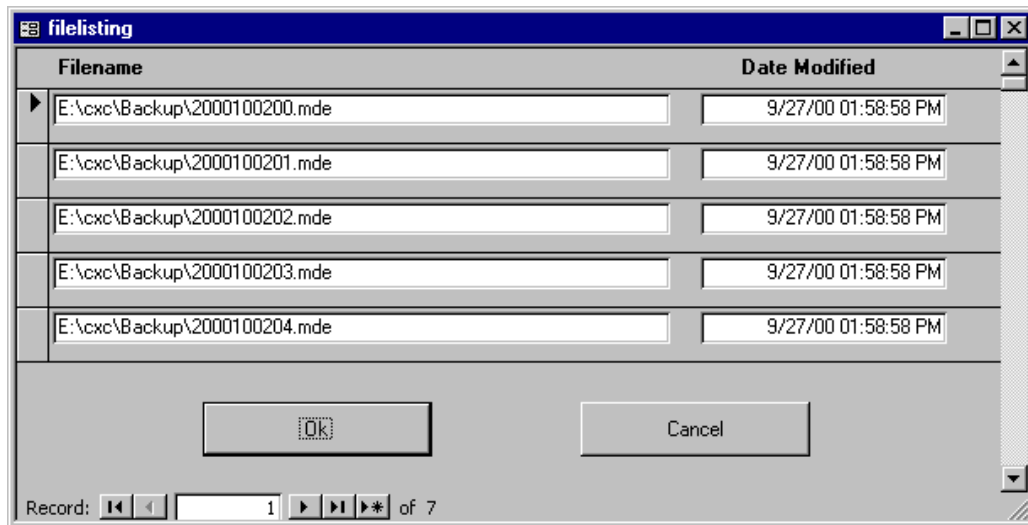


Figure 8 – Restore File Listing

A list of all the backups stored is seen and the Administrator can select the backup that is needed to be restored from. Care must be taken to take the latest valid backup so that the maximum of data is recovered.

The back-up is selected by clicking the mouse on the entry required or using the up and down arrows to scroll through the list. The selected back-up is the one with the arrowhead in the extreme left-hand corner next to the column "filename". Please choose the required date from the column labelled "Date Modified".

When the required selection is chosen, click the "Ok" button to affect the restore.

Click the "Cancel" button to get back to the System Administrator's Main Menu.

### 2.1.5. Maintain Users

On selecting "Maintain Users" from the System Administration Main Menu the following screen will be displayed:

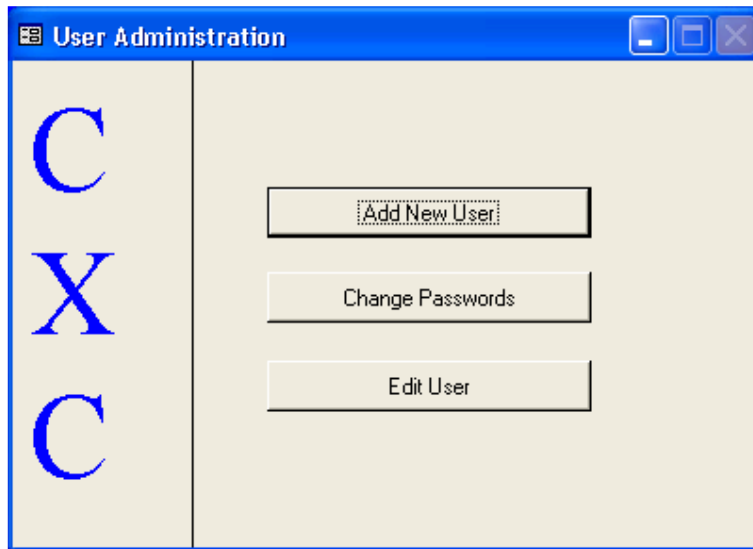


Figure 9 - Maintain Users Menu

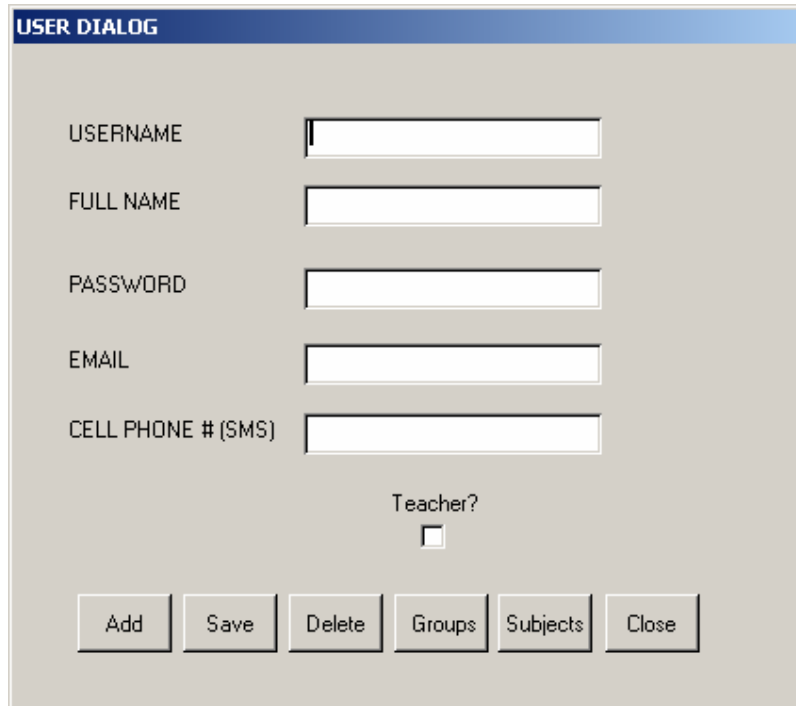
The available options are:

- Add New User**      Allows the Administrator to add a new user name to access the system.
- Change Password**      Allows the Administrator to change the password of an existing user.
- Edit User**      Allows the Administrator to edit an existing User's information.

To close this menu and return to the "System Administrators Main menu", click on the 'CXC' logo on the left of the screen.

### 2.1.7. Add New User

On selecting "Add New User" from the Maintain Users option, the following screen is displayed.



The screenshot shows a window titled "USER DIALOG" with a light blue header. Inside the window, there are five text input fields arranged vertically, each with a label to its left: "USERNAME", "FULL NAME", "PASSWORD", "EMAIL", and "CELL PHONE # (SMS)". Below these fields is a checkbox labeled "Teacher?". At the bottom of the window, there is a horizontal row of six buttons: "Add", "Save", "Delete", "Groups", "Subjects", and "Close".

**Figure 10 - Add New User Screen**

In the field labelled "USERNAME" type the name of the user that needs to be added. An agreed upon naming convention should be adhered to (Recommended - First initial and last name as one word i.e. Jared Seale's user name would be JSEALE).

In the field labelled "FULL NAME", type the full name of the user being added.

In the "PASSWORD" field, type the password of the user being added. The actual entry will not be seen: only stars will appear, so please verify what is being entered there.

In the "EMAIL" field, type in the email address of the teacher/user to be added.

In the "Cell Phone # (SMS)" field, type in the cell phone number including area code of the teacher/user to be added.

Select the "Teacher" option if the user is a teacher.

At this point, the Administrator can enter the group that this user will be placed in i.e. the group that defines the access rights of the user. This can be done by pressing the **Groups** button (see Figure 11 below).

**Add** Saves the addition made and allows for additional users to be added.

**Save** Saves the current user entry.

**Delete** Removes the user displayed in the form shown above from the database.

**Close** Closes the present window and returns the Administrator to the form displayed on selecting "*Maintain Users*" from the System Administration Main Menu.

### 2.1.8. Groups

On selecting "Groups" from the "Add New User" option, the following screen is displayed:

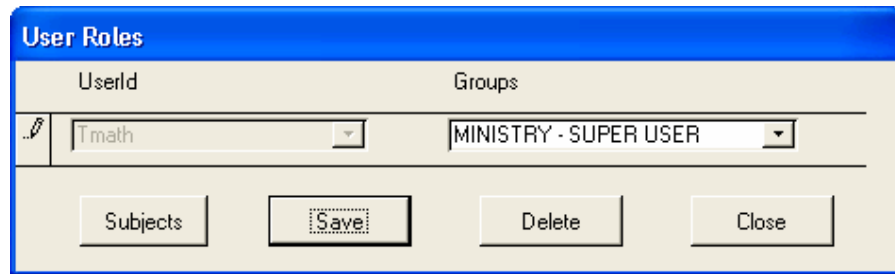


Figure 11 - User Role Screen

From here, the Administrator can assign the user to a group (from the "Drop-down Box" in the Groups column).

<b>Subjects</b>	Clicking on this button gives the Administrator the ability to assign subjects for the selected user. This selection of subjects is important for the "Batch Entry" option in the users' <b>main menu</b> .
<b>Save</b>	Saves the changes/additions made.
<b>Delete</b>	Deletes the selected row of data.
<b>Close</b>	Closes this Window and returns to the Add New User screen.

The various groups are described below:

<b>Ministry Additions:</b>	Users within this group can add a new candidate, view candidate information and generate reports. Users must be cautious of which centre code is selected before completing the registration.
<b>Ministry - Edits:</b>	Users within this group can edit candidate information, view candidate information, complete amendments and generate reports. Users must be cautious of which centre code is selected before completing the registration.
<b>Ministry - Admin:</b>	Users within this group can add a new user, assign users to groups, assign passwords to users, allow users to change passwords and import CXC update files.
<b>Ministry - Exports:</b>	Users within this group can generate the candidate sequence numbers and export files to the Ministry. Users must be cautious of which centre code is selected before completing the registration.
<b>Ministry - Consolidate:</b>	Users in this group can import files received from various centres and other stand-alone machines to form a consolidated database and produce sequence numbers for the candidates registered.
<b>Ministry – Super User:</b>	Users in this group can perform all of the functions of the application except admin functions.

### 2.1.9. Subjects

On selecting "Subjects" from the "User Roles" screen, the following screen is displayed for the respective user:

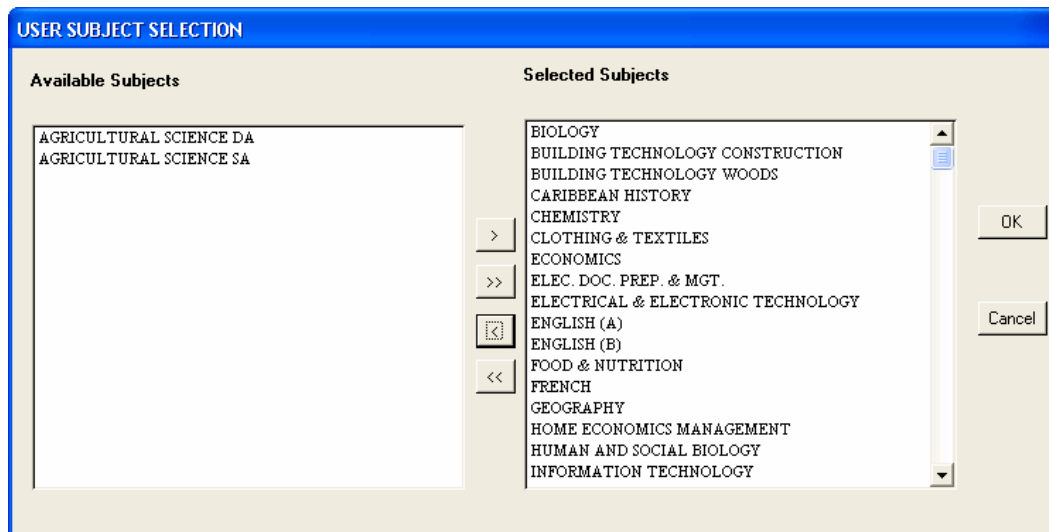


Figure 12 – U ser Subject Screen

From here, the Administrator can assign subjects to a specific user which would then allow the user the ability to complete batch data entry for the subject(s) assigned.

Single or multiple subjects can be selected from the "available subjects" and transferred to the "selected subjects" section by using the directional arrow. The action can be reversed by using the alternative directional arrow.

The double directional arrow will select all the subjects displayed, while a single directional arrow will select only one subject at a time.

The "OK" button will save and close the subject window.

The "Cancel" button will discard all subject selections in the current window provided that the "Yes" option is selected from the message window. If the "No" option is selected, the application will leave the last subject selected intact.

### 2.1.10. Change Passwords

On selecting "Change Passwords" from the Maintain Users option, the following screen is displayed.

Menu: Password Administration

**Password Administration** Close

User List: Refresh User List

tuser  
Admin  
Tmath

Clear Password

New Password Twice:  
Change Password

Note: PW's are not case-sensitive,  
6 to 50 of any characters

☒ Use Password Mask for pw entry  
☒ Hide default users (ie engine,creator,admin)

Figure 13 – Password Administration Screen

From this screen, the Administrator can change and/or clear a user's Password.

In the list of users, if the User in question is not seen, then select the "Refresh User List" button to make sure that all the available users are in the visible list.

Select/highlight the user who needs their password changed and then enter the password twice - once in each of the two fields provided. When the Administrator is satisfied that this is the password needed, the Administrator can then select the "Change Password" button for the change to be effected.

**N.B.: The Check boxes provided are not for Ministry Use.**

**Close** Closes the present window and returns to the Maintain Users screen.

### 2.1.11. Edit User

On selecting "Edit User" from the Maintain Users option, the following screen is displayed:

The screenshot shows a window titled "USER DIALOG". Inside, there is a section labeled "User List:" containing a table with four columns: "User", "FullName", "Password", and "Teacher?". The table lists three users: "tuser" (TEST USER), "Admin" (ADMINISTRATOR), and "Tmath" (MATH TEACHER). All passwords are masked with "xxxxxxx". The "Teacher?" column has an 'X' for "tuser" and "Tmath", and is empty for "Admin". To the right of the table are four input fields: "USERNAME", "FULL NAME", "PASSWORD", and a "Teacher?" checkbox. At the bottom of the dialog are five buttons: "Save", "Delete", "Groups", "Subjects", and "Close".

User	FullName	Password	Teacher?
tuser	TEST USER	xxxxxxx	X
Admin	ADMINISTRATOR	xxxxxxx	
Tmath	MATH TEACHER	xxxxxxx	X

USERNAME  
[Text Field]

FULL NAME  
[Text Field]

PASSWORD  
[Text Field]

Teacher?  
☐

Save Delete Groups Subjects Close

Figure 14 – Edit User Screen

This screen is divided into two sections:

The user list section shows all the users of the application along with their full name and indications of a password (stars) along with a "Teacher?" field.

The right section displays the field user-defined "Username" and the FULL NAME field based on row selection in the User List section. It is in this section that changes can be made to the "Full Name" and "Teacher?" fields only.

**Note: If the username is incorrect, the only way to correct it is to delete the username record and then correct the username.**

To scroll through the list of Users, use the scroll bars (if displayed) and make a selection by clicking on the row which contains the username required. The screen has a similar functionality to the "Add New Users" screen. However, no new additions can be made here.

**OK** Saves the changes made.

**Delete** Deletes the User shown.

**Groups** Allows the Administrator to modify the group of the User.

**Subject** Allows the Administrator to modify the subjects assigned to the User.



<b>Close</b>	Closes the edit user screen and returns the Administrator to the Maintain Users screen.
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### 2.1.12. Setup Menu

On selecting the “Setup Menu” from the System Administration Main Menu, the following screen in Figure 14 is displayed:

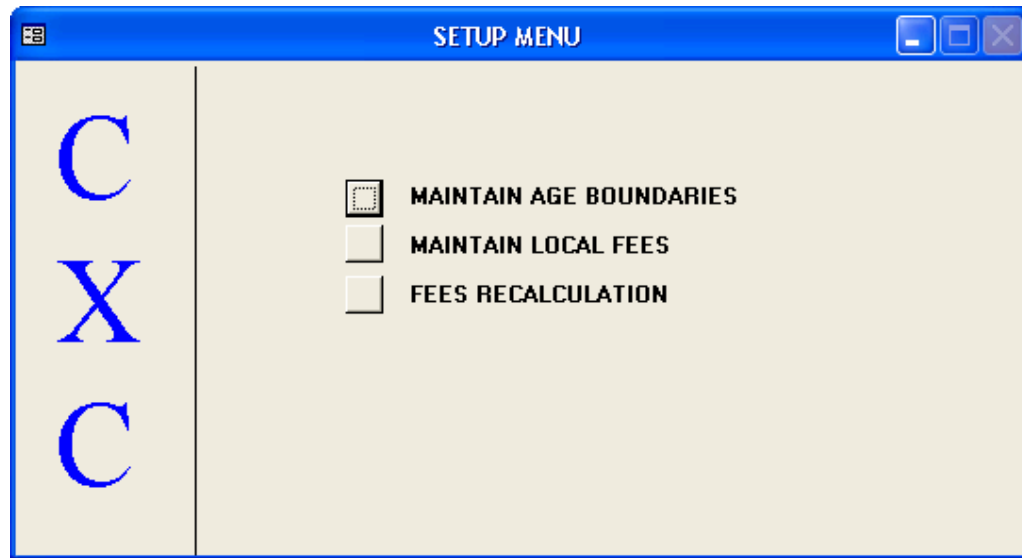


Figure 15 – The Setup Sub-Menu

The available options are:

<b>Maintain Age Boundaries</b>	Allows the Administrator to define age boundaries used in reports.
<b>Maintain Local Fees</b>	Allows the Administrator to set/define the various local fees for the particular centre and or territory.
<b>Fees Recalculation</b>	This option recalculate fees used by the application to reflect the local fees entered at the “ <b>Maintain Local Fees</b> ” option.

To exit the screen, click on the “CXC” section of the window.

### 2.1.12. Purge Database

This option is available on selecting the "Purge Database" option from the **System Administration Main Menu**.

**N.B.: Use this only when all the data is backed up and is no longer required in the current database. The purged data will no longer be available for this Exam Period after this.**

On selecting this option, the following warning will be displayed.

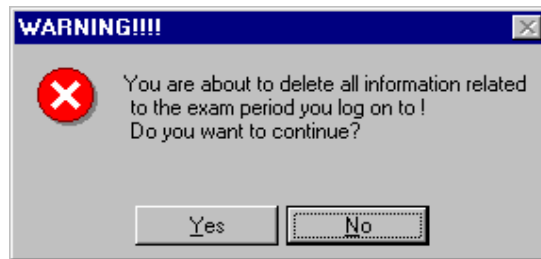


Figure 16 – Purge Database Warning

To delete all information for the selected examination period, click "Yes".

To cancel the process and return to the **System Administration Main Menu**, click "No".

### 2.1.13 Field Specifications

Field Name	Size	Data type	Format
* First Name	< 30	Text	Letters A-Z, hyphen, space and apostrophe are accepted
* Middle Name	< 30	Text	Letters A-Z, hyphen, space and apostrophe are accepted
* Last Name	< 30	Text	Letters A-Z, hyphen, space and apostrophe are accepted
Class	< 8	Text	Alpha numeric characters accepted
Date of Birth (DOB)	8	Date	DD/MM/YYYY
# Candidates (Projection Form)	< 3000	Integer	Numeric

\*While each name field can support a maximum length of 30 characters, the total length of the name must not exceed 70 characters.

## 2.2. System Specifications

Hardware	
Minimum Computer Specification- Stand-alone implementation	
Processor	Pentium 600
Memory	256 MB RAM minimum, recommended 510 MB
Hard Drive	500 MB free hard drive space
CD-ROM Drive	
Modem	
Minimum Computer Specifications – Network Implementation	
Processor	Pentium 800
Memory	256 MB RAM
Hard Drive	500 MB Free hard Drive Space
CD ROM Drive	
Network Card	10/100 MPS
Modem	
Printer	
	Paper Handling capability for A4, A5, Letter, Legal and US fanfold
Software	
Operating System	Windows NT 4.0 w/SP6, Windows 2000, Windows XP (installed)
	Microsoft Office XP and beyond
	Recent version of Anti-Virus software
Services	
	Internet Services with E-Mail (this is the preferred form of data transmission)
Access level (security)	
	Administrator rights logon is required for the installation process to allow the updating of the system registry

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